

**This monthly report is intended to provide the Vernon College Board of Trustees, Vernon College Foundation Board members, as well as college faculty and staff, with updated information regarding significant college activities, issues, and accomplishments.**

**College Governance – Dr. Dusty R. Johnston**

- The Vernon College Board of Trustees approved to call a special election to fill the current board vacancy. Filing packets for potential candidates have been available since Tuesday, August 3. The last day for a candidate to file for the seat is Tuesday, August 24. The election will coincide with other elections in Wilbarger County on Tuesday, November 2. The candidate must reside in Wilbarger County.
- The board has reviewed the timeline for the financing of revenue bonds to provide \$5 million of funds for renovation of Century City Center. The process should be complete by the end of September. We all have a lot of work to do in the next few months to finalize renovation plans to meet the many needs of students, programs, and employees at Century City Center.
- Purchasing guidelines, meal reimbursement guidelines, and mileage reimbursement guidelines have been updated and clarified for all employees. Please see the attachments.
- Bids for phase one of the baseball field expansion and renovation project have been approved. Santa Rosa Construction is the Construction Manager at Risk. Renovation should begin the first part of August. The cost of phase one is \$712,394 with \$500,000 coming from a generous donor. The additional funds will not come from any specific department budget, but will come from tuition and fees revenues that have been higher than 2009-2010 budget estimates.
- Renovation efforts at Skills Training Center are moving at a brisk pace. The enhancements will benefit all programs and especially the students.
- House Bill 1568 from the last legislative session gave community colleges the authority to provide tuition exemptions for employees. The board has directed the administrative team to develop guidelines for such exemptions. If approved at a later meeting, the tuition exemptions would go into effect for the 2011 spring semester.
- The fall 2010 back to school kick-off is Monday, August 16. The speaker, Paul Vitale, is exceptional. The morning will be extremely worthwhile for all employees. Please see the attachment.
- The Retention/Completion Task Force is being finalized. This task force will be charged with recommending improvements to current processes and new processes to implement which will improve our student retention and completion rates.

**Instruction – Dr. Gary Don Harkey**

- Final Exams for the summer II term are scheduled for August 12 with Fall semester classes set to begin August 23.
- Interviews have been conducted to fill the faculty/staff vacancies and new positions for the 2010-2011 year. These include the following:

Diana Shipley	Cosmetology Instructor-Vernon
Marla Divine	LVN Instructor
Justin Sanders	Health Careers Instructor- Vernon HS
Betha Rutledge	A D N Instructor
Lyndon Burnham	Economics Instructor
Christi Knight	Health Careers Instructor-Iowa Park HS
Gabriel Saenz	Health Careers Instructor- Burkburnett HS
Adrien Ivan	History Instructor
Rita Crockett	Sociology Instructor

Kathryn Lowers      PBX/Cosmetology Secretary-CCC  
 Michelle Downes     Secretary to the Dean of Instruction- Vernon  
 Sherrie Denham      C N A Director/Health Careers Instructor-City View HS

- Business has picked up at the Course Scheduling Advising Centers as the Fall semester draws nearer. Brad Beauchamp, Melody Bell, Annette Bever, Katrina Brasuell, Cynthia Corrigan, Cindy Coufal, Greg Fowler, Ann Hunter, Barbara Jinks, Larry Jordan, Donnie Kirk, Chad Mueller, Margaret Patin, Mike Ruhl, Nancy Smith, and Renee Wooten have all served this summer as CSAs.
- Ruth Rascon (HIT Instructor) recently attended the AHIIMA conference in New Orleans for program updates and accreditation changes.
- Vernon College was recently awarded 2 Skills Development Fund grants for Natura World (\$296,000) and WDS Global (\$171,000). Grants were written by Shana Munson, Associate Dean of Career and Technical Education. These grants would not be possible without the help of Judy Ditmore and Tina Baker.
- Continuing Education Kids College has been ongoing since June and will continue through August.

### **Student Services/Athletics – John Hardin, III**

- This month Student Services is in full gear with “routine operating procedures.” Dorm move-in, registration, nsga’s, returning athletic teams, testing, beginning student forum and student government, restarting student activities, vehicle registration etc... is taking our time and manpower.
- We are excited to welcome students back to campus and start another academic year!

### **Admissions, Records & Financial Aid/Registrar – Joe Hite**

- Processing applications for admission for Fall 2010 and mailing Admissions Status letters
- Campus Connect registration for Fall 2010 is open
- Working on THECB CBM 001 and 004 contact hour reports
- Scanning admissions documents into DocuBase for advisor use
- Working on THECB CBM 002 TSI report
- Receiving August graduation applications and processing preliminary degree audits for student viewing on Campus Connect
- Continue review of Admission Application processing procedures
- Conducting SLC onsite registration on August 4
- Melissa Elliott and Aletha Newman are continuing to transition to the Direct Loan program
- POISE financial aid online acceptance module was launched and is being utilized by students
- Continued packaging of 2010-11 Financial Aid applications (Over 4100 applications have been received!)
- Continue to certify student loans for Summer II 2010 semester

### **Finance/Administrative Services/Physical Plant – Garry David**

- Business Office – Gathering data for preliminary audit request. Attended on-sight POISE training and learned several helpful procedures. Submitted all requested data to implement the new laser check system.
- Bookstores – A full listing of all required books for each class is now available on the VC web site.
- Buildings and Grounds – Vernon - New doors have been installed and the carpet in the basement has been replaced in the big dorm. Added covered grandstand and expanded batting cage at softball field. Wichita Falls – Built new faculty offices at CC. Replacing carpet in 1000 wing with tile. Work is progressing quickly on the renovation at the Skills Center. Work scheduled to start Monday the 9<sup>th</sup> on resurfacing part of the parking lot at Skills.

### **College Effectiveness – Betsy Harkey**

- The Board of Trustees reviewed and approved the 2010-2011 Annual Action plan during their meeting on July 28, 2010.
- The Planning and Assessment Committee met on August 3, 2010. The agenda included: 2010-2011 Annual Planning Process; review and approval of the 2010-2011 Planning Calendar; discussion of the Key Performance Indicators for Accountability; discussion of ideas for an efficient ongoing SACS self study process; Web site

update; Assessment Activity and Report communication presentations; and discussion for ways to streamline the communication aspect of the Assessment Activity and Report results during 2010-2011. Committee members were reminded that the 2009-2010 Annual Plan assessment/summaries will be due at the end of September. The next meeting will be in September.

### **Institutional Advancement – Michelle Alexander**

- Michelle A. Alexander attended the Council for Resource Development's 2010 Summer Symposium in Omaha, Nebraska
- Christie Lehman is attending the Council for Advancement and Support of Education's Summer Institute on Alumni Relations
- The Department is in the planning stages for the Fall Fundraising Campaign
- The Vernon College Foundation met on July 22, 2010
- Christie Lehman is working on the insight newsletter and the Ex-Students Association Volleyball and Softball dinner

### **Quality Enhancement – Criquett Lehman**

- The VC Café will offer the first 2010-2011 professional development training opportunities during the Fall Semester Kick-Off on Monday, August 16<sup>th</sup>. The trainings include Microsoft Outlook and Quality Enhancement Resource Inventory. The Microsoft Outlook session will provide basic training on the tools available including creating contact lists and using the calendar functions. The Quality Enhancement Resource Inventory session will provide detailed information on the many resources available and examples of how they are being used.
- Other sessions offered during the week will be Microsoft Powerpoint (includes You Tube), SoftChalk, Teaching Strategies, Assessments, and Blackboard Beginning and Intermediate (includes Wimba). All sessions are open to both faculty and staff.
- The Faculty Innovation Center (FIC) at Skills Training Center is complete and includes a computer equipped with audio/video conversion software, Camtasia video editing software, and a VHS to DVD video convertor. Thank you to those who helped make this possible!

### **Human Resources – Haven David**

- All contracts have been sent out.
- Accepting applications for: Network Administrator
- Personnel Events in July: Tera Hurd turned in her resignation; Bonnie Waterhouse turned in her resignation for August.  
New Hires for July were: Martha Divine – LVN Instructor
- Personnel Event in August: Justin Sanders – Health Careers Instructor for Vernon High School  
Diana Shipley – Cosmetology Instructor  
Betha Rutledge – ADN Instructor  
Christi Knight – Health Careers Instructor for Iowa Park High School  
Gabriel Saenz – Health Careers Instructor for Burkburnett High School  
Lyndon Burnham – Economic Instructor  
Rita Crockett – Sociology Instructor  
Adrien Ivan – History Instructor

### **DRJ Comments –**

- I want to personally thank the employees that participated in the recent POISE training. I think their time, energy, and effort will greatly benefit Vernon College.
- I encourage you take another look at the QUEST newsletter (attached) and do your best to adopt the many practices that it suggests to deal with our students. I know we do a good job, but there is always room for improvement. This information is an outstanding gauge for each of us. I am putting this on my wall and will refer to it as the "blue print" or "measuring stick" on how to deal with our students during my leadership tenure at Vernon College. My sincere hope is that each and every one of you will join me in ensuring that we continue to do all we can for every student and prospective student.

- I stated earlier that we have a great deal of work to accomplish in the next few months to finalize renovation plans for Century City Center to meet the needs of our students, programs, and employees. Phase one, which is the old nightclub area, has been worked on for several months but still needs input. Phase two, which is the Carmike Theater area, is wide open for discussion and input. It is my responsibility to facilitate discussion and planning to produce the best plans possible. I encourage you to take advantage of opportunities for input into the plans. We will be moving fast. I will be calling meetings for input as soon as school starts. I will be taking input by e-mail. The process will demand that ideas be generated, reviewed, revised, and scrutinized to ensure the best plan possible.
  
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